



MINUTES OF THE MEETING

Title/Description:

Opening of Bids for the Supply of Materials as Tokens for the Census-Coordinating Board (CCB) Members for the 2024 Census of Population-Community-Based Monitoring System (2024 POPCEN-CBMS) Second Posting PB No. 2024-03

Date:	Time Started:	Time Adjourned:	Venue
04 September 2024	2:00 PM	5:38 PM	PSA-RSSO X Conference Room, CDOC

Meeting President:

Jose B. Tuason, Jr., CPA – Chairperson, Regional Bids and Awards Committee (ROBAC)

Meeting Attended by:

1. Sarah B. Balagbis – Vice-Chairperson, ROBAC
2. Cristine T. Gallopin – Member, ROBAC
3. Jocelyn G. Padayhag – Member, ROBAC
4. Neil Lester A. Gimeno – Member, ROBAC
5. Gregorio M. Violeta - Member, ROBAC
6. Genelyn B. Laspobres – Head, Secretariat (*via online*)
7. Margie Mae L. Pino – Member, Secretariat
8. Kristine Khaye J. Cartilla – Member, Secretariat
9. Jayvee Cedric A. Agnes – Member, Secretariat
10. Joy E. Llido – Member, Secretariat
11. April Nicolette T. Eduria – Member, Secretariat
12. Shaine Raluto – Member, Secretariat
13. Jucris S. Emano – Member, TWG
14. Apple Sweet S. Cempron, Member, TWG
15. Micah Joy C. Adante-Oppus – Member, TWG
16. Elaine Claire D. Alalong – Member, TWG
17. Mary Che D. Vitor – End-user Representative

Observer:

1. Mohammad Rayan Mohamen – COA Representative

Prospective Bidders:

1. Almar Alabat – Marcommax Enterprises
2. Allan Dave Alanis – Marcommax Enterprises
3. Joevic Lopez – Diamond Star Industrial Trading
4. Rodulfo Puzon – Diamond Star Industrial Trading
5. John-Ray Delmar – Strawhats Printing and Design

Absent from meeting:



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1. Jessie C. Luperte – Head, TWG (*On Leave*)
2. Aldemar A. Lagarbe – Member, TWG (*On Official Business*)
3. Ruben A. Vegafria – Cagayan de Oro Chamber of Commerce and Industry Foundation, Inc.
4. Raymond A. Vasquez – Philippine Institute of Certified Public Accountants (PICPA)

ITEMS	TOPIC/DISCUSSION/ACTION
Call to Order Roll Call	<p>The Opening of Bids for the Supply of Materials as Tokens for the Census-Coordinating Board (CCB) Members for the 2024 Census of Population-Community-Based Monitoring System (2024 POPCEN-CBMS) Second Posting PB No. 2024-03 was conducted at PSA-RSSO X Conference Room. The roll call of participants was facilitated by ROBAC Secretariat, Ms. Kristine Khaye J. Cartilla. Upon declaration of quorum, the Chairperson, Mr. Jose B. Tuason, Jr., called the meeting to order at 2:00 PM on 04 September 2024.</p> <p>The Chairperson acknowledged the presence of everyone, especially the prospective bidders.</p>

HIGHLIGHTS OF THE MEETING

Reference No.

Subject: Opening of Bids for the Supply of Materials as Tokens for the Census-Coordinating Board (CCB) Members for the 2024 Census of Population-Community-Based Monitoring System (2024 POPCEN-CBMS) Second Posting
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The ROBAC received three (3) bids from Marcommax Enterprises, Diamond Star Industrial Trading, and Strawhats Printing and Design.

The opening of bids started with the documents submitted by Marcommax Enterprises. For the eligibility check of the first bidder, the ROBAC Chairperson and members carefully deliberated the submitted requirements. The following documents were presented and checked during the meeting:

MARCOMMAX ENTERPRISES		
REQUIREMENT	FINDINGS	REMARKS
(a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the IRR;	<i>Platinum Membership Valid until 02 July 2025</i> FINDINGS: PASSED	
(b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid;	<i>Number of Projects On-Going: One (1) contract</i> <i>Number of Projects Not Yet Started: One (1) contract</i> FINDINGS: PASSED	
(c) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents;	<i>At least 50% of the ABC</i> <i>SLCC Amount:</i> <i>PhP 3,983,335.00</i> FINDINGS: PASSED	
(d) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission; or Original copy of Notarized Bid Securing Declaration;	Submitted separate Bid Securing Declaration for Lots 1, 2 & 3 notarized on 03 September 2024. FINDINGS: PASSED	

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	<p>(e) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or aftersales/parts, if applicable;</p>	<p>Presented</p> <p>FINDINGS: PASSED</p>	
	<p>(f) Original duly signed Omnibus Sworn Statement (OSS); and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.</p>	<p><i>Omnibus Sworn Statement notarized on 03 September 2024</i></p> <p>FINDINGS: PASSED</p>	
	<p>(g) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC) with attached Audited Financial Statement or a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation;</p>	<p><i>NFCC Amount:</i> PhP 32,658,305.00</p> <p>FINDINGS: PASSED</p>	
	<p>(h) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence; or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.</p>	<p>Not Applicable</p>	

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The second bid that was opened for eligibility check was from Diamond Star Industrial Trading. The following documents were presented and checked during the meeting:

DIAMOND STAR INDUSTRIAL TRADING		
REQUIREMENT	FINDINGS	REMARKS
(a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the IRR;	<i>Platinum Membership Valid until 07 February 2025</i> FINDINGS: PASSED	
(b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid;	<i>Presented no government and private ongoing and not yet started contract.</i> FINDINGS: PASSED	
(c) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents;	<i>At least 50% of the ABC</i> <i>SLCC Amount:</i> <i>PhP 2,769,150.00</i> FINDINGS: PASSED	
(d) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission; or Original copy of Notarized Bid Securing Declaration;	Submitted only one Bid Securing Declaration for all lots. FINDINGS: FAILED	<i>The BAC members expressed ineligibility of Diamond Star Industrial Trading due to the non-compliance to the instructions to bidders.</i> <i>The bidders were reminded by the BAC, that as stated and agreed during the Pre-Bid conference, they need to submit a separate Bid Declaration per Lot.</i>

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	<p>(e) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or aftersales/parts, if applicable;</p>	<p>Presented</p> <p>FINDINGS: PASSED</p>	
	<p>(f) Original duly signed Omnibus Sworn Statement (OSS); and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.</p>	<p><i>Omnibus Sworn Statement notarized on 03 September 2024</i></p> <p>FINDINGS: PASSED</p>	
	<p>(g) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC) with attached Audited Financial Statement or a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation;</p>	<p><i>NFCC Amount:</i> PhP 238,300,620.00</p> <p>FINDINGS: PASSED</p>	
	<p>(h) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence; or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.</p>	<p>Not Applicable</p>	

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The third bid that was opened was from **Strawhats Printing and Design**. The ROBAC Chairperson and members carefully deliberated the submitted requirements and the following documents were presented and checked during the meeting:

STRAWHATS PRINTING AND DESIGN		
REQUIREMENT	FINDINGS	REMARKS
(a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the IRR;	<i>Platinum Membership Valid until 27 February 2025</i> FINDINGS: PASSED	
(b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid;	<i>Number of Projects On-Going: Three (3) contracts</i> <i>Presented no government and private contracts awarded but not yet started.</i> FINDINGS: PASSED	Bidders were reminded by ROBAC Member Mr. Neil Lester A. Gimeno that PSA RSSO 10 will impose liquidated damages. The agency as well as the government will take measures to safeguard the delivery of materials. If the delivery is delayed, the office will impose liquidated damages and, if the delay reaches 10%, PSA may actually rescind or terminate the contract and award it to another party.
(c) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents;	<i>At least 50% of the ABC</i> <i>SLCC Amount: PhP 1,643,750.00</i> FINDINGS: PASSED	
(d) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission; or Original copy of Notarized Bid Securing Declaration;	Submitted separate Bid Securing Declaration for Lots 1, 2 & 3 notarized on 02 September 2024. FINDINGS: PASSED	

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	<p>(e) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or aftersales/parts, if applicable;</p>	<p>Presented</p> <p>FINDINGS: PASSED</p>	
	<p>(f) Original duly signed Omnibus Sworn Statement (OSS); and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.</p>	<p><i>Omnibus Sworn Statement notarized on 02 September 2024</i></p> <p>FINDINGS: PASSED</p>	
	<p>(g) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC) with attached Audited Financial Statement or a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation;</p>	<p><i>NFCC Amount:</i></p> <p>PhP 19,847,023.29</p> <p>FINDINGS: PASSED</p>	
	<p>(h) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence; or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.</p>	<p>Not Applicable</p>	

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After the deliberation of the submitted requirements for eligibility checking, Marcommmax Enterprises and Strawhats Printing and Design passed for the technical documents. Thus, the ROBAC Chairperson and members proceeded in opening of the Financial Bid Components submitted by the eligible bidders. The first Financial Bid Component that was opened was from **Marcommmax Enterprises**. The offer was read as follows:

LOT	DESCRIPTION	APPROVED BUDGET FOR CONTRACT (ABC) IN PHP	BID AMOUNT
Lot 1	Customized Notebook	Seven hundred eleven thousand pesos only (Php 711,000.00)	Seven hundred eleven thousand pesos only (Php 711,000.00)
Lot 2	Customized Foldable Fan with Pouch	Two hundred eighty-four thousand four hundred pesos only (Php284,400.00)	Two hundred eighty-four thousand four hundred pesos only (Php284,400.00)
Lot 3	Customized Tote Bag	Five hundred seventy-two thousand five hundred pesos only (Php572,500.00)	Five hundred seventy-two thousand five hundred pesos only (Php572,500.00)

After determining all the offered amounts and finding out that these were not more than the ABC, the bid was accepted.

The second Financial Bid Component that was opened was from Strawhats Printing and Design. The offer was read as follows:

LOT	DESCRIPTION	APPROVED BUDGET FOR CONTRACT (ABC) IN PHP	BID AMOUNT
Lot 1	Customized Notebook	Seven hundred eleven thousand pesos only (Php 711,000.00)	Five hundred twenty thousand eight hundred seventy-eight pesos and 60/100 only (Php 520,878.60)
Lot 2	Customized Foldable Fan with Pouch	Two hundred eighty-four thousand four hundred pesos only (Php284,400.00)	Two hundred eight thousand five hundred six pesos only (Php 208,560.00)
Lot 3	Customized Tote Bag	Five hundred seventy-two thousand five hundred pesos only (Php572,500.00)	Four hundred forty-five thousand forty pesos and 97/100 only (Php 445,040.97)

After opening the Financial Bid Component of Strawhats Printing and Design, it was found out that the submitted financial bid forms bear no signature of its duly authorized representative in the first page of bid form for Lots 1, 2, and 3. Also, the aforesaid form per lot was not enclosed in a sealed envelope (only in folder).

Hence, the ROBAC declared the Financial Bid Component of Strawhats Printing and Design as **Failed**.

The ROBAC Chairperson mentioned that the bid proposals declared passed will be subjected to bid evaluation on 05 September 2024.

The ROBAC Chairperson and members proceeded to the summary of all the Financial Bid Components and informed the bidders that if they want to file a request for reconsideration, they will need to put it into writing addressed to the PSA RSSO X ROBAC.

ROBAC Member Mr. Neil Lester A. Gimeno stated that in case of discrepancies between: (a) bid price in figures and in words, the bid price in words shall prevail; (b) total price per item vs unit price per quantity, the latter shall prevail; (c) stated total price vs actual sum of prices of component items, the latter shall prevail; (d) unit cost in the detailed estimate vs unit cost in the bill of quantities, the latter shall prevail.

Mr. Gimeno also mentioned to check again the bid submitted by Marcommmax Enterprises, if the words written in their bid are the ABC, that is, in fact, their bid.

Having no other matters to discuss, the opening of bids adjourned at 5:38 PM.

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Prepared by:



MARGIE MAE L. PINO
ROBAC Secretariat Member

Reviewed by:



GENELYN B. LASPOBRES
ROBAC Secretariat Head

Approved by:



JOSE B. TUASON, JR., CPA
ROBAC Chairperson & Presiding Officer